▓ Using Options You Can Toggle On or Off

Some options toggle between ON and OFF. When an option is ON, a check mark ($\checkmark$) appears to the left of the option as in the TYPE menu in Figure 1, above.

When you first open the TYPE menu, a check mark appears to the left of Column because it is the default selection. If you were to select "Bar" and then reopen the menu, the check mark would be next to Bar.
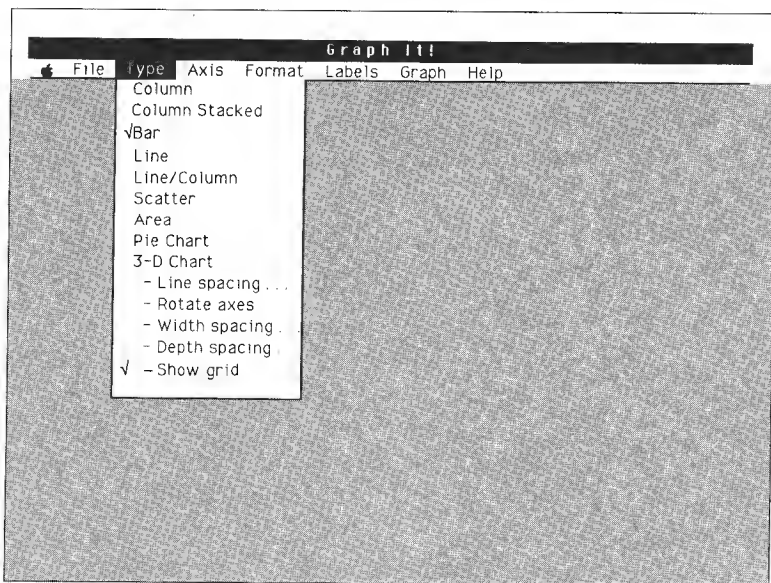

Figure 2

In the TYPE menu, only one option at a time can be turned on. This is because the chart type options are mutually exclusive—you can only graph one kind of chart at a time.

Other menus have multiple options active at the same time. In the LABELS menu Title, X-Axis (Category), Y-Axis (Value), Legend Display and Legend Border can all be on at the same time and can all have check marks.
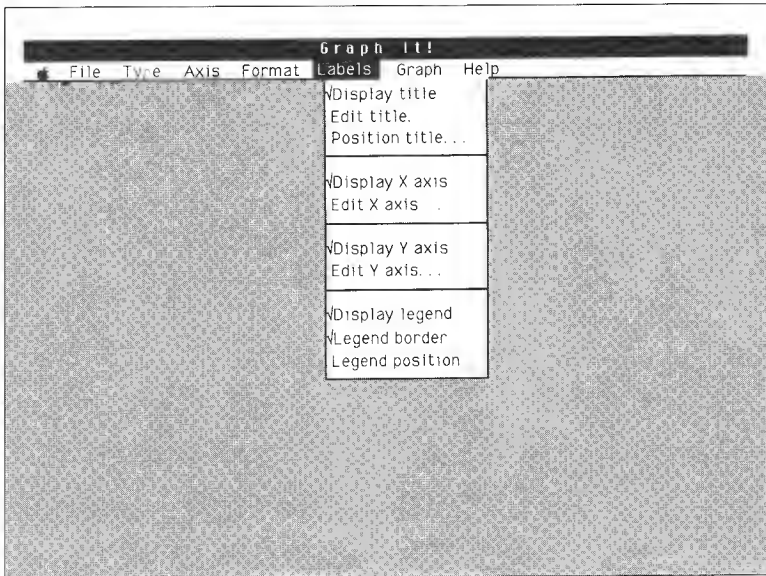

Figure 3

▓ Using Options with Sub-menus

Menu options followed by three periods (. . .) have
associated sub-menus. If an option has a sub-menu, it
appears after you select it and the pull-down menu has
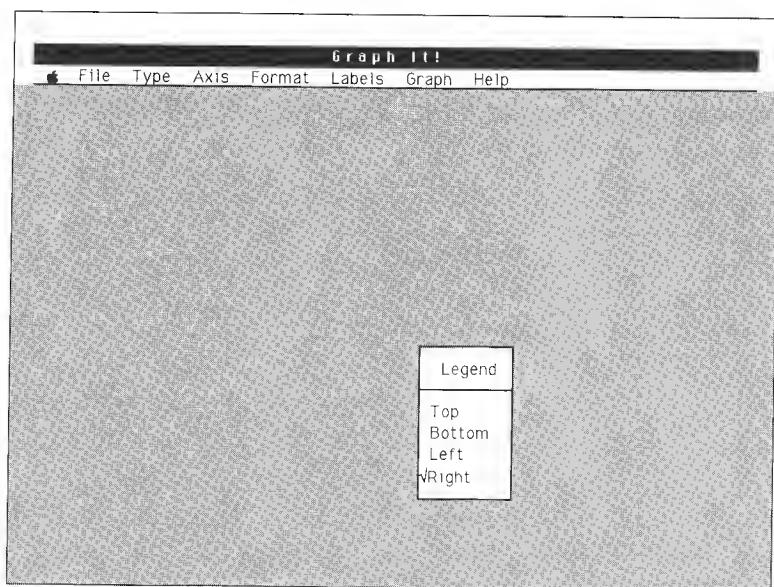cleared. Figure 4 shows an example of a typical sub-menu,
Legend Position.

Figure 4

Point and click on the sub-menu option to select it. Just as
on the pull-down menus, the currently selected items in the
sub-menus have check marks. The sub-menu clears after
you click on an option. To escape without making any
changes, click outside the sub-menu window.

Using Options with Dialog Boxes

There are three types of dialog boxes in GRAPH IT!, each performing a very specific function.

Confirming a Choice

In some instances, GRAPH IT! asks you to confirm a command that permanently affects your data file. For example, you have made some changes to the Data Display Window but have not yet saved them. If you choose Close from the FILE menu, a dialog box appears asking you to confirm whether you want to close without saving, save the revised file then close it or cancel your request. Click on your choice.
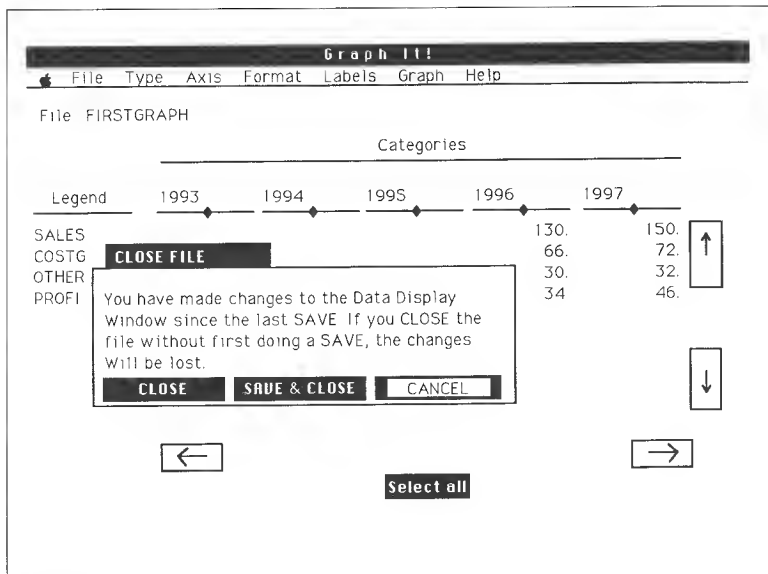
Figure 5

Entering a Label

Choosing any Edit option in the LABELS menu calls up a
dialog box requiring text. Enter the label for the graph and
press (**RETURN**).
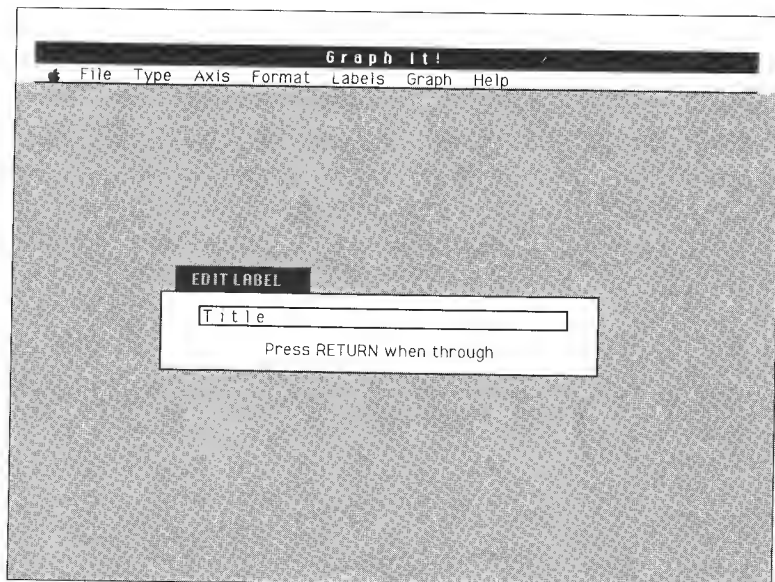
Figure 6

Choosing a File

Some menu options, such as Save Data As... in the FILE
menu, bring up a dialog box allowing you to choose from
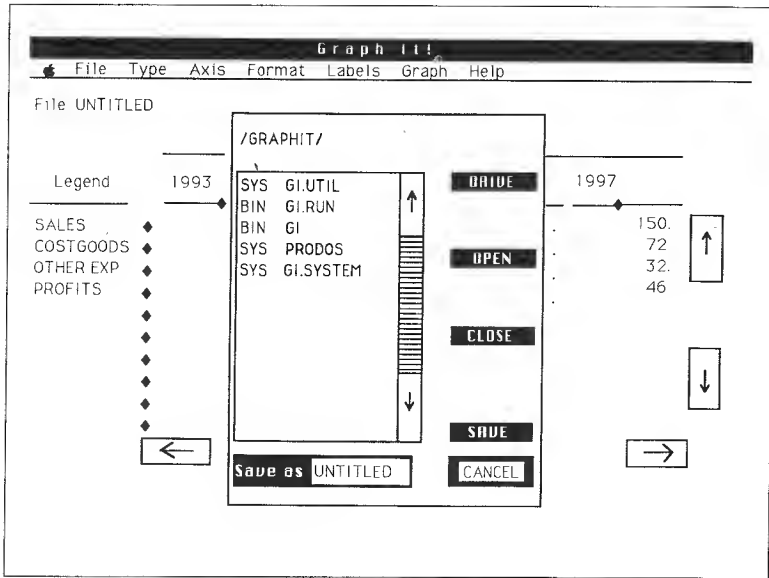among several existing file names or to create a new file
name.

Figure 7

You indicate the action you want by using either the mouse or the ⬆⬇⇄ arrow keys to highlight your selection. Then move the pointer and click on the appropriate action button.

To create a new file, click the pointer on the Save As box and type in the new file name at the cursor. Then press (RETURN). To complete the operation, move the pointer over and click on the Save button.

How to Use the Quick Keys

GRAPH IT! menus are easy to use. But, there are certain frequently used commands and options in the FILE and GRAPH menus that deserve a shortcut. We call these "Quick Keys." Those menu options that can be accessed through a Quick Key have the keyboard equivalent listed to the right of the function name in the pull-down menu.

To use a Quick Key, press the ⌘ key and the specified key at the same time, for example ⌘ S to Save Data.

Quick Keys work exactly as if you had pulled down a menu and selected the equivalent option or command.

The Quick Keys are:

Menu	Option	Quick Key Equivalent
File	Close File	⌘ C
	New...	⌘ N
	Open...	⌘ O
	Print	⌘ P
	Quit	⌘ Q
	Save Data	⌘ S
	Save Data As...	⌘ A
Graph	Erase Defaults	⌘ E
	Graph	⌘ G
	Restore Defaults	⌘ R
	View Current Graph	⌘ V
Move one screen in the Data Display Window		⌘ ↑↓ ⇄

Help Is Always There

Your GRAPH IT! call for help is just a click away. Pull down the HELP menu to display a list of Help Topics. Just highlight the topic you'd like help with, release the mouse button, and a Help window will appear.

If you find you need more information than the Help window provides, refer to the Index in this manual.

When you are finished with the Help screen, just click on CONTINUE.

3 THE QUICK-START MINI-MANUAL

Welcome to GRAPH IT!'s Quick-start Mini-manual. We'll introduce you to the workings of GRAPH IT! by taking you step-by-step through the creation of your first graph.

You'll learn how to set up a graph, enter the data, display it, save it and print it. This chapter will serve as your introduction to many of GRAPH IT!'s features. Once you understand the principles, you'll be able to use your own statistical data to make exciting, professional-quality GRAPH IT! graphs.

To begin:

1. Place your copy of the GRAPH IT! Program Disk in the disk drive.

2. Turn on your computer, monitor and printer.

3. GRAPH IT! will self-load, presenting you with a Menu Bar across the top of the screen.

NOTE: If this is the first time you've loaded GRAPH IT!, the Configure Screen will appear instead. Refer to the section on "Configuring GRAPH IT!" in Chapter 1.

Creating a GRAPH IT! File

Let's get started. Position the pointer on the FILE menu heading, press and hold down the mouse button and drag the pointer down until the highlight is on New... and then release the mouse button.

The program will ask you to specify the size of your graph—that is, how many rows and columns of data you'll be graphing. We'll explain more about these later. For now, you'll need four rows and six columns for the sample graph you're creating.

Position the pointer in the Rows box and click. You will now see a flashing cursor just to the right of the number. This means that it is ready to accept your information. Press (DELETE) to change it to zero (you may have to press it twice), type in 4 and press (RETURN). Follow the same procedure for the Columns Box, type in 6 and press (RETURN).

Move the pointer to the ACCEPT button and click.